



2006

USDA-ARS
SOUTHERN REGIONAL RESEARCH CENTER
SUGARCANE RESEARCH LABORATORY (SRL)
Houma, Louisiana

Revised June 2008



United States Department of Agriculture

Research, Education and Economics
Agricultural Research Service

DATE: June 1, 2008

SUBJECT: Hurricane Preparation Plan

TO: All Employees

FROM: Edward P. Richard, Jr., Research Leader/Location Coordinator

Hurricane season is once again upon us and we all need to share in the responsibility of ensuring that the Sugarcane Research Laboratory (SRL) is prepared to deal with and have a plan for emergency weather-related situations at both the Houma and Ardoyne Research Farm facilities as they may arise.

A plan of action has been devised to be put into effect if we are in harms way. The preliminary part of this plan, involving certain readiness aspects, has already been put into action and we are ready to implement the remaining part of the plan when necessary.

Your cooperation in preparing our facilities is critical in order to minimize the damage to on-going research as well as to prevent injuries. You are all hereby appointed as members of the SRL's Hurricane Preparation Crew. To assist you in preparing your area(s) and to understand the internal workings of disaster preparedness, please refer to the guidelines and procedures located in the SRL's Hurricane Preparation Plan.

It is my intention to periodically make unannounced spot checks to insure that we are ready. Being ready is my paramount concern. We also are requesting that you verify your phone numbers and personal email addresses at this time to insure that we can contact you in the event of a mandatory evacuation. Thanks for your help.

cc: E.G. King
Ed Cleveland, Acting SRRC Director



Southern Regional Research Center, Sugarcane Research Unit
5883 USDA Road Houma, LA 70360
Phone: (985) 872-5042 Fax: (985) 868-8369
An Equal Opportunity Employer

SUGARCANE RESEARCH LABORATORY

5883 USDA Road, Houma, LA 70360

HURRICANE PREPARATION PLAN

Hurricane Preparations

A hurricane action committee (HAC) consisting of the Research Leader (RL), Collateral Duty Safety Officer (CDSO), Program Assistant (PA), Safety Committee Chairman, and a technician member of the Laboratory's Safety Committee is hereby designated. The HAC will begin making preparations prior to the June 1 start of the hurricane season. Preparations include: review of this plan with essential personnel, securing supplies, inspecting and repairing facilities, and servicing generators.

Weather conditions in the Gulf of Mexico and the tropics will be monitored during the season. In addition, hurricane information bulletin boards will be placed in the break room of the administration/lab building at Houma and in the shop's foyer at the Ardoyne Research Farm in Schriever.

The staff shall prepare the facilities and equipment at Houma and the Ardoyne Farm for the approaching storm and shall keep the Center Director (CD) of the Southern Regional Research Center (SRRC) informed of all preparations.

Normal timelines for **Hurricane Watches** and **Warnings** have been increased because the Laboratory's southern location makes it extremely vulnerable to storm-associated wind and flood damage, and because the evacuation from South Louisiana over the limited number of designated hurricane evacuation routes will be increasingly more difficult as the estimated time of landfall nears.

PRE-HURRICANE SEASON PREPARATIONS

Stocks of essential supplies shall be inventoried and kept in central locations in Houma and at the farm (Attachment 1). Essential supplies include: weather radios, batteries, flashlights, plywood to board windows, hand tools, extension cords, polyethylene film, plastic bags, etc. Batteries, and other items with a limited shelf life, will be added prior to the start of the official hurricane season and removed after the close of the season. Supplies shall be maintained in the administrative office and rabbit hutch (Building #14319) at Houma and in the shop at the farm and shall be restocked immediately after usage.

The Laboratory's maintenance supervisor and farm manager shall maintain supplies of plywood and nails, and acquire additional supplies of fuel, plywood, etc., as dictated by the conditions. They will also insure that all generators are fueled and in working condition, and necessary generator-to-freezer electrical connections are available so that electrical power can be supplied to freezers at both Houma and at the Ardoyne Farm. Generators will be exercised at least monthly and will include the operating of electrical equipment to insure they are in top working order. Activity logs to include date of inspection and inspector will be kept on each generator.

HURRICANE SEASON WEATHER MONITORING

The RL along with the other members of the HAC shall monitor the National Weather Service's National Hurricane Center reports regarding weather conditions in the Gulf of Mexico, the Caribbean, and in the Atlantic Ocean for any storm that might threaten Louisiana.

Because of the laboratory's close proximity to Louisiana's coastline and the vulnerability of the area to severe wind and flood damage, storm preparations will begin earlier to allow employees and their families time to evacuate the area using the very limited number of hurricane evacuation routes. As a result, and based on predictions of the storm's intensity, preparations may begin 120 hours (day 5) ahead of projected landfall when Terrebonne and neighboring parishes are within the National Hurricane Center's 5-day cone of error for a tropical storm/hurricane.

Based upon the anticipated strength of the storm, its location, its projected landfall probabilities and discussions with the CD, a decision will be made regarding the need for a staff meeting the following morning (day 4) and the activation of Tropical Storm/Hurricane Watch Precautions.

The RL and members of the HAC will continue to monitor weather reports and track the storm until evacuation is ordered or the danger to the Laboratory is over. The CD will be notified of any anticipated declaration of official tropical storm/hurricane watches or warnings affecting Terrebonne and the surrounding parishes.

HURRICANE/TROPICAL STORM WATCH PRECAUTIONS AND PROCEDURES

(5 DAYS PRIOR TO STORM LANDFALL)

When Southeast Louisiana is in the National Hurricane Center's 5-day "Cone of Error" for a hurricane/tropical storm, the RL shall notify the CD of the pending official declaration of a storm watch for Southeast Louisiana and will follow the Laboratory's probable storm checklist (Attachment 2). (A decision to begin Laboratory hurricane precautions may be made prior to the official declaration of a hurricane watch, especially if landfall is predicted to occur on Monday or Tuesday of the next work week or if the hurricane's intensity upon landfall is predicted to exceed Category 2 status.)

TROPICAL STORM WATCH

Possibility of tornadoes, disruption of electrical service, wind damage to sugarcane (stalk breakage in the crossing area at Houma and lodging at the Ardoyne Farm), and flooding at the Ardoyne Farm from heavy rainfall are the major concerns from tropical storms. Generally, the threat from these storms is not sufficient enough to warrant an extensive battening down of the facilities or the evacuation of the portions of Terrebonne Parish where the SRL facilities are located.

On the work day prior to anticipated tropical storm landfall, employees through a staff meeting or email will be designated as members of the Tropical Storm Preparation Crew and will be asked to assist in securing the plant material in the crossing area and the greenhouses and other facilities to minimize storm damage. Computer users will be advised to insure that all files are backed up (See Item 2, Attachment 2).

Near the end of the workday (approximately 3:30 PM) tropical storm preparations will be verified by the RL via a walk-around inspection. The RL, in consultation with the HAC and the CD, will then make a decision as to whether employees should return to work at their scheduled AM work time on the following day. Danger to employees while commuting from their home to the SRL and from the SRL to their homes will be considered in determining if the SRL will be closed and administrative leave granted to employees during the closure. **Note: Administrative leave (if authorized) will be given to ALL employees, not just a few for personal circumstances. If additional leave is needed, it must be cleared by the supervisor and charged to annual, credit, or comp time.** If in doubt, employees should contact their supervisors or the SRL's main office (872-5042) well in advance of the 7:30 AM workday start. Administrative leave will be discontinued at 7:30 AM (start of business) on the day following the granting of administrative leave for the tropical storm, unless employees are notified to the contrary by their supervisors or the RL.

HURRICANE WATCH

Once the area is placed under a hurricane watch by the National Weather Service, a meeting of the RL and the HAC will be held to discuss the threat posed by the storm. If the threat is deemed substantial (Terrebonne Parish is in high probability area of landfall for a major hurricane) in the early afternoon, the RL will notify the CD and the staff through the supervisors that a staff meeting will be called for 8:00 AM on the following day (4 days from predicted landfall). At that time, a memorandum regarding precautions to be taken by laboratory personnel at Houma and at the Ardoyne Research Farm will be prepared. A sample memorandum entitled Hurricane Preparations is provided (Attachment 2). The issuance of the memo will be followed by an oral discussion of the various precautions to be taken and the assignment of responsibilities and activity coordination to insure that facilities are secure in accordance with the Hurricane/Tropical Storm Watch Check List (Attachment 3).

Employees will all be designated as members of the Hurricane Preparation Crew and will be asked to begin preparations on day four prior to projected landfall to secure the facilities after the staff meeting. Securing of the grounds and buildings and the backing up of computers should begin immediately. However, it is requested that securing of computers (to include unplugging, storing of CPU's, and bagging printers and monitors) begin in the afternoon to insure communication amongst the SRL, Center, Mid-South Area, and Headquarters is maintained for as long as possible (Attachment 2).

At end of the day (day 4), hurricane preparations will be verified by the RL and members of the HAC using the Hurricane/Tropical Storm Watch Check List (Attachment 3). The RL, in consultation with the HAC and the CD, will then make a decision as to whether the issuance of a hurricane warning for Terrebonne and surrounding parishes is imminent and the threat of the storm to the facilities and its personnel is sufficient to order the closing of the facilities effective at 7:30 AM on the following day (3 days from projected landfall). The level of threat will be based on the National Hurricane Center's predictions of intensity, tidal surge, and location of landfall.

NOTE: Modular buildings are not built to the same specifications as permanent buildings. Procedures for securing and evacuating the modular building at the Ardoyne Farm should be followed for all tropical storms and hurricanes regardless of predicted strength.

HURRICANE WARNING PROCEDURES

(4 – 3 DAYS PRIOR TO LANDFALL AND VOLUNTARY EVACUATION OF TERREBONNE PARISH ANTICIPATED)

Evacuation Policy

If the issuance of a Hurricane Warning and an order for the voluntary evacuation of Terrebonne Parish is anticipated based on National Weather Service predictions as of 2:00 PM of day 4 from projected date of landfall, the RL and the HAC will perform a survey to insure the facilities are secure (Hurricane Warning Check List - Attachment 4). With the concurrence of the CD, the RL will then authorize administrative leave to all employees at close of business to allow them time to secure their homes/properties and begin preparations for evacuation effective at 7:30 AM on the following day (approximately 72 hours prior to landfall). Prior to dismissal, employees must provide and/or verify contact information and probable evacuation points if known with their supervisors and the PA. Date of dismissal will depend on predicted intensity and landfall time of the storm.

SRL personnel should follow orders issued by civil authorities concerning mandatory evacuation of Terrebonne and Lafourche Parishes. Use of the Houma Office/Lab building as an evacuation shelter will be allowed for all employees and their immediate family for projected Category 1 and 2 hurricanes only and only if the evacuation of Terrebonne Parish West of the Intracoastal Waterway is not ordered. Employees should notify the RL and the CDSO of their intent to use the building as a shelter and the approximate number of individuals that will be accompanying them. **NO pets are allowed in the building.**

Government Vehicles (GOV's)

The SRL has over 20 GOV's assigned to it. On day 4, plans should be made to transport most of those vehicles to the LSU Ag Center's Sugarcane Experiment Station at St. Gabriel. The only vehicles allowed to remain should be the administrative passenger van and two 4-wheel drive pickup trucks with one stationed at the Ardoyne Research Farm in Schriever. In addition, two tractors to run PTO driven pumps will be placed on trailers and hitched to the appropriate 1-ton trucks. Tractors, trucks, and trailers will be moved to a designated spot of higher-ground in North Terrebonne or North Lafourche Parish.

POST HURRICANE PROCEDURES

All SRL personnel should call their supervisors (refer to wallet card for phone numbers, website addresses, and e-mail web access address) and listen to WWL-TV (channel 4), WWL-AM radio (870), or KLRZ-FM (100.3) (Rajun Cajun FM) for information concerning their return to the Laboratory. Supervisors will attempt to call all employees assigned to them, but ultimately it is the employee's responsibility to insure that contact with their supervisor or the RL is made as quickly as possible **but no later than 2 days following the storm**. Additional sources of information can be obtained through the Mid-South Area's toll-free emergency number which is **1-888-873-2670**. Please see Attachment 5 for additional emergency numbers. Employees can assume that administrative leave will be granted for the day after the storm's landfall if Terrebonne Parish was in the eye of the storm or in the storm's eastern quadrant (where winds and storm surges are generally higher) to allow for a safe return to their homes from evacuation sites. **Administrative leave will be discontinued at 7:30 AM on the date the facility is re-opened. A liberal leave policy will be in place after the storm, but leave must be approved by the supervisor and will be charged to annual, comp, or credit leave.**

Restoration of the SRL

The RL, members of the HAC, the maintenance person, and the farm manager will assess the damage and take all steps necessary to secure the facility as soon as it is safe to return to the area. Only individuals authorized by the RL shall be allowed on site. Employees who voluntarily return to assist with securing the facilities and insuring that the storm's impact on research is minimized (e.g. assisting in the installation of auxiliary drainage pumps at the farm, running generators, securing items stored in freezers, re-initiating photoperiod regimes, placing material back on crossing carts, and returning GOV's to the SRL) will be given additional **compensatory time** in recognition of their contribution to the research being conducted by Sugarcane Research Unit scientists assigned to the SRL.

Areas at both facilities contaminated by chemical or biological releases shall be declared off limits until plans can be developed for containment and abatement by the Chemical Disposal Officer and the CDSO. Areas of the Laboratory with structural damage shall be declared off limits until repairs can be made.

Hurricane supplies shall be restocked as soon as possible after all danger has passed.

Catastrophic Event

In case of a catastrophic event that may shut down the SRL for an extended period, it is the responsibility of the employee to contact ARS to advise them of their location and means of contact. It is also the responsibility of the employee to keep updated their emergency contact information. This information should include telephone numbers, evacuation points (if known) and personal/home e-mail addresses that can be accessed anywhere. The RL will maintain a list of their employees and contact information in the event of an extended absence and will notify personnel of return procedures. In the event the SRL is shut down for an extended period, the RL and PA will locate to the nearest available ARS facility having communication capabilities.

Post Hurricane Season Procedures

At the close of the hurricane season, hurricane preparation supplies shall be inventoried.

HURRICANE SUPPLY LIST

Items and Quantities

- Plastic garbage bags (> 100)
- Various small hand tools
- Duct tape (3 rolls)
- Flashlights (4)
- Batteries (12 – of all types)
- Plastic wrap (2 rolls)
- Nails and screws
- Diesel Fuel (3000 gallons)
- Gasoline (600 gallons)
- Manual Fuel Pumps (diesel and gas)
- Framing lumber: 2 x 4 x 12 ft. (24)
- Plywood - ½ inch thick (6 sheets)
- 5 Gallon gas cans – filled (2)
- 5 Gallon diesel cans – filled (2)
- Plastic zip lock bags to make ice in freezers for water coolers
- 25 ft. extension cords (3)
- Chainsaw, 2 extra blades (all sharpened), small gas can and oil additive



United States Department of Agriculture

Research, Education and Economics
Agricultural Research Service

DATE:

SUBJECT: Hurricane/Tropical Storm Preparations

TO: All Employees

FROM: Edward P. Richard, Jr., Research Leader/Location Coordinator

The Laboratory is making preparations in advance of Hurricane/Tropical Storm _____. Since we cannot determine what impact this storm will have on the Laboratory or Terrebonne Parish, we are asking all personnel to consider the steps they must take to provide a level of safety for themselves and their families. You are all hereby designated as members of the SRL's Hurricane/Tropical Storm Preparation Crew and are asked to take the following measures to provide for the security of the facilities both in Houma and at the Ardoyne Research Farm.

1. Remove all laboratory chemicals, pesticides, and glassware from laboratory benches or other exposed areas and store them in secure cabinets. Place water reactive chemicals to include pesticides, in **sealed plastic bags**, in the nearest closed closet and as high off the floor as possible. Identify these chemicals as water reactive. **Notify the Chemical Disposal Officer (CDO) and the Collateral Duty Safety Officer (CDSO) of the location of these chemicals.**
2. All digital data should be backed up on network servers, as well as on removable media (i.e. USB Drive, CD, or DVD). Copies of removable media backups should be stored in a secure, water-tight container. Maintaining off-site backups is also a prudent practice. Computer peripheral devices (i.e. monitors, printers, etc.) should be covered with plastic and stored off the floor and away from windows in secure areas of the offices and labs. Base CPU's from the Houma administration building should be stored on the second floor in Room 203 and CPU's from the league building stored in the DNA extraction lab of the league building on the provided tables. At the Ardoyne Research Farm, each CPU from the juice lab, shop, and modular office/lab buildings should be placed inside of plastic bags (not covered with) to maintain a water-tight seal and stored at bench height in the juice lab's office. **BE SURE THAT ALL CPU'S ARE LABELED (USER NAME AND ROOM NUMBER).** Computer peripheral devices (i.e. monitors, printers, fax machines, copiers, etc.), electronic equipment (genotypers, PCR machines, pH meters, telephones, etc.) should be covered with plastic bags and stored off the floor and away from windows in the labs and offices.



Southern Regional Research Center, Sugarcane Research Unit
5883 USDA Road Houma, LA 70360

3. File cabinets should be moved away from windows, lifted off the floor and securely covered with plastic film. Cabinets with critical files may be moved to the 2nd floor of Administration Building in Houma or into the juice lab at the farm. Note: For those of you with file cabinets on the ground floor, consider putting your critical (data) files in the upper drawers of your file cabinets.
4. All blinds, curtains, or shades should be drawn prior to leaving the Unit today and should remain closed during the storm.
5. In the event of a loss of electrical power, there may be no way to provide emergency electrical power to freezers with the limited number of generators available. Scientists should consolidate samples to the extent possible in freezers no later than day 4 prior of the landfall preparation period. Anticipate no attendance or access by anyone for an extended period. **Where feasible, samples that can be destroyed by water either from flooding, roof damage, or ice thaw in freezers should be wrapped in plastic bags.**
6. Vehicles and farm equipment should be placed in designated garages, the shop, or under the equipment storage canopy. Where the potential for tidal flooding exists (Category 4 and 5 hurricanes), GOV's and designated tractors should be moved to higher ground. Equipment under the storage shed and left in the yard should be checked for loose items that can be blown away in the storm.
7. Once buildings are declared secure by the RL, only authorized individuals will be allowed inside the building. Authorization will be issued by the RL. Employees wishing to use the Houma Administrative Building as a shelter for Category 1 and 2 hurricanes should notify the RL with an indication of how many individuals will be coming in the group. No one will be allowed to use the facility as an evacuation shelter for anticipated Category 3 and higher hurricanes, especially if the evacuation of Terrebonne Parish is mandatory.
8. After passage of the storm, all SRL personnel should call their supervisors or the MSA's designated hurricane action line (refer to wallet card for phone numbers, website addresses, and e-mail web access address) and listen to WWL-TV (channel 4), WWL-AM radio (870), or KLRZ-FM (100.3) (Rajun' Cajun FM) for information concerning their return to the Laboratory. Only authorized entrance to the facility will be allowed and only at the side entrance door.
9. In the event that extensive damage to the facilities is incurred, volunteers will be needed to assist in securing the facilities to include flood control at the farm, operating generators, and up-righting the plants in the crossing area. Volunteers should notify their supervisors of their availability. Compensatory time will be given to all volunteers.
10. Generators are available for some limited use. **Each employee will be responsible for insuring that freezers are placed on the generator on a schedule of at least every other day after electrical power from the Utility Company is lost.**

cc: E. G. King
Ed Cleveland, Acting SRRC Director

HURRICANE/TROPICAL STORM WATCH CHECK LIST
(5 Days from Projected Landfall)

- ___ 1. Check roof drains for blockage.
- ___ 2. Consolidate plant material in greenhouses to the extent possible. Plant material in small greenhouses should be moved to a larger greenhouse.
- ___ 3. Close all greenhouse vents and windows and make sure doors are secured shut.
- ___ 4. Check the grounds and equipment in Houma and the Ardoyne Farm for loose materials. Secure any items that cannot be moved inside.
- ___ 5. Bring picnic tables inside the head house of unit #5.
- ___ 6. Secure cylinders in the cylinder storage area.
- ___ 7. Dry formulation of pesticides should be placed as high off the floor as possible. If pesticide container consists of a paper bag, then bags of pesticide should be placed inside of a double plastic garbage bag and both bags sealed to insure water tightness.
- ___ 8. Secure items in the waste accumulation areas.
- ___ 9. Fill all fuel tanks to near capacity at farm as well as fuel tanks on all tractors. Fuel all government vehicles.
- ___ 10. Check radios, fuel supplies, generators, and first-aid supplies; charge batteries, if necessary.
- ___ 11. Place the weather radio in the RL's office and monitor weather reports.
- ___ 12. Secure additional supplies of materials needed for the hurricane preparation crew.
- ___ 13. Place plywood over windows in room 203 of office/lab building at Houma and over the office window in juice lab at the Ardoyne Research Farm.

HURRICANE WARNING CHECK LIST
(4 days from Projected Landfall)

- _____ 1. Secure hand tools, nails, supplies and plywood. Place hand tools, nails, and supplies on second floor of office/lab building and plywood in shop at Houma.
- _____ 2. Secure all outside windows. **All windows will be closed.**
- _____ 3. Secure the greenhouses by tightly closing all windows, vents, and doors.
- _____ 4. Lower all freezer settings to the coldest settings possible.
- _____ 5. In Houma, secure all equipment; park tractors in the Quonset hut and park government vehicles that were not moved to higher ground in their designated garages. Rain caps on tractors should be taped shut to prevent water entry from rainfall.
- _____ 6. Check all outside doors and windows and confirm that they are secure. Board windows and doors as needed, including all Quonset hut openings. In garages, vehicles should be parked as near to the door as possible to offer some resistance to the wind and thereby prevent the doors from blowing in.
- _____ 7. At the Ardoyne Research Farm, disconnect implements and move all tractors as well as harvesting equipment into the farm shop or under the equipment canopy. Equipment placed under the canopy storage area should be checked for loose items that can be blown away. Weigh wagons with electronic load cells should be placed on highest ground (near Bull Run Road). If Hurricane is expected to be a Category 4 or 5, move weigh wagons to North Terrebonne or Lafourche Parishes.
- _____ 8. Fuel storage tanks should be checked to insure that all caps are tightly closed and electrical power to the pumps turned off.
- _____ 9. Check all gates, doors, and windows of shop and juice lab to make sure they are locked.
- _____ 10. Check each room and secure as needed. (Close blinds, unplug equipment, cover equipment, etc.)
- _____ 11. Electronic equipment (monitors, printers, telephones, etc.) should be moved to desks as far away from windows and exterior doors as possible and then covered tightly with plastic bags or wrap. Computer backup files should be wrapped in plastic bags. A copy of the backup files should be placed in Room 203 of the office/lab building at Houma along with the CPU's. Make sure all CPU's being stored in Room 203 are labeled with the user's name and room number.
- _____ 12. File cabinets should be moved as far from windows as possible and covered with plastic. On the ground floor, critical (data) files should be placed in the upper drawers of the file cabinets. Administrative file cabinets with critical administrative files should be moved to the second floor of the administration building.

June 13, 2006

SUBJECT: Toll-Free Emergency Number

TO: All Employees
Mid South Area

FROM: /s/ Archie Tucker
Deputy Area Director
Mid South Area

One of the lessons we learned from Hurricane Katrina is that it would have been helpful if employees who evacuated New Orleans and the Gulf Coast area had a toll-free number to contact the Agency.

To help facilitate communications during natural disasters or other emergency situations, we have established a toll-free number for your use. The emergency toll-free number is **888-873-2670 (888-USDAMS0)**-that's a zero. In the event of an emergency, this number will ring at the desk of Mr. Darrell Williamson, our Safety, Health, and Environmental Manager. If that number is busy and there is no answer within 20 seconds, the call will roll to the desk of Ms. Rita Keeling, our Human Resources and Outreach Coordinator. If that number is busy or if there is no answer within 20 seconds, the call will roll to the Area Director's Office.

In the unlikely event that you cannot get through on the toll-free number or Drs. King, Brennan, or my number at 662-686-5265, 662-686-5266, or 662-686-5338, respectively, **then** you should do the following:

Scientists should report (call in) to their respective Deputy Administrator at the National Program Staff. Contacts are: Dr. Ghassem Asrar, at 301-504-7987; Dr. Steven Kappes, at 301-504-5084; Dr. Joe Spence, at 301-504-7050; or Dr. Judy St. John, at 301-504-6252.

All other employees should report (call in) to the Southern Services Branch of the Human Resources Division at HQ's. Contacts are: Ms. Karen Brownell, Director, HRD, at 301-504-1317; Ms. Karen Yezek, Chief, SSB, at 301-504-1500; Ms. Sue Rable, Lead Human Resources Specialist, at 301-504-1529; or Ms. Jeanette Hubbard, Human Resources Specialist, at 301-504-1499.

This toll-free emergency number and the other numbers provided in this e-mail do not preempt local policies established for Center/Location notices due to hazardous weather conditions, facilities problems, etc.

Please remember that it is your responsibility to report in to the Agency. It is very important that we hear from you as soon as possible after the emergency situation has subsided.

Thanks in advance for your cooperation. Please call Mr. Williamson at 662-686-5343 or me at 662-686-5338, if you have any questions.